

Oakland Division Policy for Chambers Copies of ECF Filed Documents

The following are the Oakland Division's requirements for submission of "Chambers Copies" (where required, as indicated below) of documents filed through the court's Electronic Case Filing ("ECF") system.

All copies must be accompanied by a copy of the ECF receipt confirming the filing of the original document, marked "Chambers Copies," **AND**:

- delivered to the second floor where the Marshals will scan the documents and place them in the appropriate Judges' box located behind the security guard station;

OR

- sent via the United States Postal Service directly to the judge assigned to the case (see below for addresses).

1. Motions for Relief from Stay (including motions filed in Chapter 11 cases):

Chambers copies of the cover sheet are required in all cases.

Chambers copies of remaining papers are not required **unless** the page count of all related documents—e.g., notice, motion, declaration, and points and authorities, exceeds 25 pages, including exhibits and proofs of service.

2. Chapter 7 and 13 cases:

Chambers copies are not required of any documents **unless** the page count of all related documents exceeds ten pages, including exhibits and proofs of service.

3. Chapter 11 cases:

Chambers copies are required of all "first day" motions and all plans and disclosure statements.

Chamber copies are not required **unless** the page count of all related documents exceeds ten pages, including exhibits and proofs of service.

4. Adversary Proceedings:

Chambers copies are not required of complaint, answer, counterclaim, etc., regardless of length.

Chambers copies are not required of any documents ***unless*** the page count of all related documents exceeds ten pages, including exhibits and proofs of service.

5. **Applications and other requests for relief without hearing:**

Chambers Copies are not required ***unless*** the page count of all related documents exceeds ten pages, including exhibits and proofs of service.

6. **All chapters:**

Chambers copies are not required of petitions, schedules of assets and liabilities, statements of financial affairs and similar documents filed at onset of case.

Chambers copies are not required of separately filed proofs of service.

If mailing chambers copies, please address as follows:

U.S. Bankruptcy Court
Chief Judge Randall J. Newsome
P O Box 2070
Oakland, CA 94604-2070
Attention: Chambers Copies

U.S. Bankruptcy Court
Judge Edward D. Jellen
P O Box 2070
Oakland, CA 94604-2070
Attention: Chambers Copies

U.S. Bankruptcy Court
Judge Leslie J. Tchaikovsky
P O Box 2070
Oakland, CA 94604-2070
Attention: Chambers Copies